



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MA 01519

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GRAFTON, MA

2022 FEB -8 AM 9:21

## Library Planning and Building Committee MINUTES

**Remote meeting / Zoom only- Monday, January 3, 2022 6:00p.m.**

**In attendance:** Lisa Rice, member at large; Beth Gallaway, Library Director; Mary Fritz, Chair; Julie Grace, Co-chair; John Stephens, Historic District Commission representative; Andy Jefferson, Finance Committee liaison; Doug Bowman, Board of Library Trustees and Prabhu Venkataraman, Planning Board liaison. Doreen DeFazio, Selectboard representative.

**Absent:** Doreen DeFazio, Selectboard representative

**Guests:** Andy Deschenes; Mark Sullivan, OPM; Ken Best and Ron Paolillo, DRA

**Call to Order :** Mary Fritz called the meeting to order at 6:01 p.m. Mary read the zoom meeting guidelines. Roll call was taken.

The meeting was conducted remotely and the Zoom meeting link was provided to the public.

### **I. Review and approve minutes**

A. Beth Gallaway made a motion to approve the December 6, 2021 minutes, seconded by Julie Grace. Motion passed.

### **II. Review and approve bills**

A. CDW Government: (Hardware and software switches) \$4799.94. Lisa Rice made a motion and Julie Grace seconded. Motion passed.

B. CDW Government: (Hardware and software switches) \$1499.99. Lisa Rice made a motion and Julie Grace seconded. Motion passed.

C. DA Sullivan December 2021 bill: \$675.00. Lisa Rice made a motion and Julie Grace seconded. Motion passed.

D. There is a DRA bill that still needs to be reviewed. This bill will be presented to the committee next month.

### **III. OPM Update - Mark Sullivan and Andy Deschenes**

A. There are 12 - 15 items left on the punch list. No one is contesting the items.

B. The biggest issue right now is a controls related issue (heating and air quality). There are 7 to 8 items that the engineers are stating that still need to be completed. However, not all items impact staff and end users. Mark will continue to work through this issue.

■ Ron Paolillo from DRA has been speaking to the engineer. Ron stated that the engineer is working with the LEED consult to confirm what is needed for the LEED certification for the building.

■ Beth asked about the filters. Once the project is turned over to The Town and Beth will need to contract an outside company. Project was turned over July 1st, 2021.

- C. CTA just submitted a bill that Mark is going to review.

#### **IV. Architect Update - Ron Paolillo**

- A. Ron is working on finding a commercial humidifier for the historic room. The unit we have is the smallest commercial grade unit available. The next smallest unit would need to be residential. One of the reasons for the challenges is that the location of the humidifier has been changed a couple of times. It is currently not connected so the change order seems high in cost.
  - Beth suggested that it should be connected and not worry about the location any further.
- B. The gate at the bottom of the stairs. CTA has sent in a new design. \$10,774.01 the gate right out by the stairs PCO #115. We already own something, but what we own is too heavy and could potentially mark the floor. Ron will check to see how much the new gate will weigh and the group will discuss next month.
- C. Countertops are still being resolved. The countertops have not been moved yet. Ron is working on this and resolving errors compared to the drawings.
- D. Beth had questions regarding the front doors and the doors to some of the program rooms.

#### **V. Historic District Commission**

- A. John reported that everything is moving forward with the numerals and hands for the large clock.
- B. Beth noted that she is working on receiving on loan a Willard Clock. Beth will be meeting this week to further discuss.

#### **VI. Grand Reopening Planning Committee- Update**

- A. Friday Dec 17th 11am was the ceremonial ribbon cutting. There were about 150 people that attended.
- B. There will be bigger and in person events in 2022.
- C. Doug mentioned that the dedication plaque had some errors.

#### **VII. Public Input**

- A. None

#### **X. Next meetings:**

- A. February 7, 2022 6:00pm - zoom
- B. March 7, 2022 6:00pm - TBD

#### **XI. Adjournment**

Lisa Rice made a motion to adjourn at 7:08 pm. Julie Grace seconded. Motion passed.